



County of Bernalillo

State of New Mexico

Purchasing Department

One Civic Plaza, NW, 10th Floor

Albuquerque, New Mexico 87102

Office: (505) 468-7013 Fax: (505) 468-7067

www.bernco.gov/purchasing/

15 April 2013

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TO: All Prospective Offerors

FROM: Natara Landrau, Senior Buyer

RE: Request for Proposals (RFP) #22-13-NL
Emergency Mitigation Services

The Bernalillo County Purchasing Department on behalf of Risk Management is seeking proposals from prospective Offerors to provide Emergency Mitigation Services on an as needed basis.

For registered vendors, pertinent RFP documents, including the Scope of Services, the proposed contract documents and any issued addendums pertaining to this solicitation, can be downloaded through the purchasing website at no cost. For firms not registered, interested parties are encouraged to register at no cost through the County's purchasing website, www.bernco.gov/purchasing. Vendors are also welcome to contact Jennifer Millan, at (505) 468-7389, or by e-mail jmillan@bernco.gov for assistance in the on-line registration or to request a hard copy of the document at a cost of 50 cents per page. Requesting a hard copy of the document at a cost of 50 cents per page will result in registration for this solicitation only.

A Non-Mandatory Pre-proposal Meeting will be held on April 23, 2013 at 11:00 a.m. local time in Conference Room B on the 10th Floor of the Albuquerque/Bernalillo County Government Center, One Civic Plaza, NW, Albuquerque, NM 87102. **Prospective Offerors are highly encouraged to attend and to read the Request For Proposal document prior to the meeting.**

Sealed submittals for the referenced proposal must be addressed and delivered, **no later than 4:00 p.m. (local time) on Friday, May 17, 2013** to the Bernalillo County Purchasing Department, One Civic Plaza, 10th Floor, Room 10010, Albuquerque, NM 87102. The Purchasing Department will date and time stamp the sealed envelope upon receipt. Delivery of proposals is the sole responsibility of the Offeror.

Questions regarding the proposal submission process, instructions to Offerors or terms and conditions shall be directed to the Senior Buyer, Natara Landrau via email to nlandrau@bernco.gov

xc: File – RFP #22-13-NL

